

28 JAN 1970

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DDS&T-245-70
22 January 1970

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report - October - December 1969

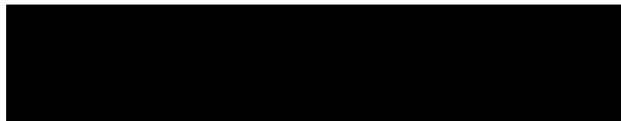
1. Attached, for your review, are quarterly reports received from Offices within the Directorate of Science and Technology.

2. Directorate records are continually being screened and purged for possible destruction or transfer. There were approximately 87 cubic feet of records transferred to the A&RC and 130 cubic feet of records and supplemental distribution materials destroyed at the A&RC. In addition to the above destruction, an additional 38 cubic feet of inactive records were destroyed in the Offices.

3. During this quarter a compact shelving unit (Fullspace) was installed in FMSAC. The installation of this equipment enabled FMSAC to turn in to supply a combination of 16 safes and filing cabinets. It also freed up much needed Office space for new personnel entering on duty.

4. The revised OEL/DDS&T Records Control Schedule was approved during this quarter. Disposition instructions for a few of the items were revised allowing 33 cubic feet of indefinite disposition records to be categorized to definite retention periods.

5. Microfilming activity this quarter has been relatively quiet but is expected to pick up in the next quarter as other DDS&T Offices plan to look into this area. Emphasis will be placed on standardization of micro-reduction ratios, systems and equipment wherever possible.



DDS&T Records Management Officer

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Attachments:
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